

Acquisition Career Management Information System (ACMIS)

June 2007 Release Notes

Self Registration - Update ACMIS to provide a method for users to register as a new member in ACMIS. This feature will be used by individuals who do not have a record in ACMIS (Contracting Officers, Project, Program Managers). This feature will replace the need for agency administrators to create a shell record for an employee who does not have a record in ACMIS that would have been received via the OPM CPDF process. Agency Program Administrators and the System Administrator will have access to approve registration request, once approved the user is notified via email to proceed with the creation of a user account.

The screenshot shows a web browser window titled "Acquisition Career Management Information System - Microsoft Internet Explorer provided by SRA International, Inc". The address bar shows the URL "https://beta.admin.acmis.devis.com/zopeAcceptTerms". The page features the ACMIS logo and a navigation menu with "Login" and "Analysis and Reports". The main content area is titled "ACMIS: Login or Register" and includes a "Help" link. It asks "Are you new to ACMIS?" and provides two options: "Register as a new ACMIS member" and "Create a new user account". Below this, it asks "Already an ACMIS user?" and provides a "Login" button. A "Warning" section states that the account will be locked after five unsuccessful login attempts. The page also includes a "Forgot your password?" link and a "Login" button. The taskbar at the bottom shows the Start button and several open applications, including "Deltek Time & E...", "Acquisition Care...", "Inbox - Microsof...", "FW: - Message...", and "Document2 - Mic...". The system clock shows 9:22 AM.

Register as a new ACMIS member - A new link to register as a new ACMIS member has been added. This will allow the user to create an account in ACMIS. The agency administrator or ACMIS administrator will need to approve the request which will allow the user to proceed to the next step of creating a user account and registering.



Registration Requests - A new section has been added to the “System Management” module to review, approve, reject request for user registration. Once an action (approved or rejected) is taken by the administrator, the user is notified via email of the action and next steps are provided.

Training Module – Updated the “Create Training” screen to allow users to enter the training provider and course information rather than having to search and select from a lengthy table. This feature improves the data entry process and eliminates the requirement for agency administrators to maintain the Provider/Course table in ACMIS. The list of providers and courses was quite extensive and required the user to make unnecessary additional steps to enter training information.

Acquisition Career Management Information System - Microsoft Internet Explorer provided by SRA International, Inc

File Address <https://beta.admin.acmis.devis.com/EmployeeManagement/Employee/CurrentEmployee/CreateTrainingForm> Go Links

ACMIS Acquisition Career Management Information System

Logged in as: sandtest Last login: 05/30/2007 11:23AM | [Logout](#) [Help](#)

My Information
Help
Change My Password
My Record Changes

Analysis and Reports

You are a(n):
Employee

Employee Management: Create Training

This screen allows you to create course information that an employee has taken.

Training Provider: * DAU

Title of Training Course: * Contracting 101

Additional Notes:
Testing entry of training information without having to refer to list of providers and courses.

Course Start Date (mm/dd/yyyy):
01/01/2006

Length (in hours):
24

Estimated Cost:

Estimated Completion Date (mm/dd/yyyy):

Actual Completion Date (mm/dd/yyyy):
01/10/2006

Has training been completed?
☐ Yes ☒ No

Is the course FAIRBA's mandatory training requirement?

start Internet Explorer Microsoft Office O... Testing Steps.doc - M... 11:24 AM

Create Training – User can enter the name of the Provider and Course description rather than having to select the Provider and Course from a lengthy list which was maintained by the agency administrators.

Help Desk Contact Information – Modified the contact information for the ACMIS Help Desk to reflect email questions/issues to questions@fai.gov or by calling 703-805-2300.

